

Healthcare Emergency Management Portal Web Portal Overview

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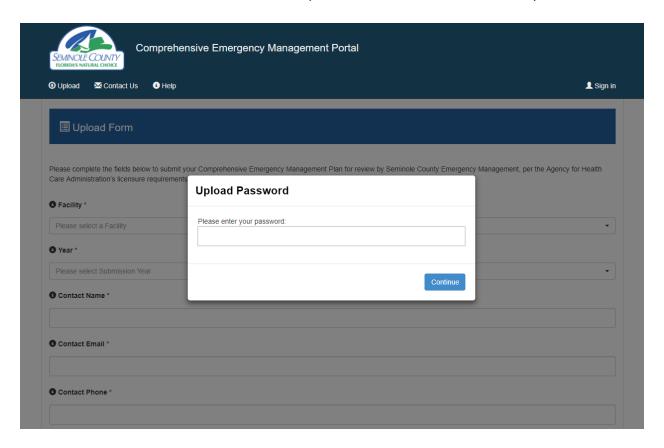
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Initial Submittal Information

- 1. All plans must be submitted online through the Healthcare Emergency Management Portal.
- 2. The plan must be in PDF format
- 3. Plans cannot be password protected.
- 4. Plans must include AHCA's Emergency Management Planning Criteria specific to your facility. The criteria will serve as the suggested plan format. List the page number and paragraph of where the information is located in your plan on the line to the left of each item on the criteria.
- 5. Criteria, Contact Sheet and Review Acknowledgement form must be included before the basic plan when uploading to the portal.
- 6. Plans must be submitted as one document with all supporting documentation inserted after the basic plan.
- 7. Use identifiers (blank page) between each section to separate the annexes/appendixes/MA Agreements/floor plans etc.
- 8. All submissions can be uploaded as one (1) complete document, to include criteria, CEMP, Fire Plan, Mutual Aid Agreements, Fire Plan, Emergency Power Plan, annexes etc. or separately as appropriate.
- 9. The Fire Plan must be a separate appendix; if approved by a municipality, ensure the approval letter from the fire marshal is included.

Upload Form

This module is password protected. The password it is giving by the System Administrator. The Upload Form section is where the Healthcare Facilities upload their documents in a secure way.



This section is used to upload the Facilities' CEMP documents.

- 1. **Facility Name:** The Healthcare Facility Name. Please find and select your facility using the drop-down list. In case the facility is not listed please select other and enter the name.
- 2. **Year:** The CEMP year. This field automatically selects the current year and adds two other options to upload CEMP for the previous and next years.
- Contact Name: The user's contact name.
- 4. **Contact Email:** The user's contact email. The system uses this email address to send email notifications.
- 5. **Contact Phone:** The user's contact phone number.
- 6. **Submission Type:** There are three options to submit the CEMP documents (1st Submission, 2nd Submission, 3rd. Submission). Please select the "1st Submission" option when uploading the CEMP for the first time for the selected year.

- 7. **Comprehensive Emergency Management Plan:** The actual CEMP file. Please click browse and select the CEMP document to upload for the selected Facility and Year.
- 8. **Fire Plan:** Please click browse and select the Fire Plan document to upload for the selected Facility and Year.
- 9. **Mutual Aid Agreements:** Please click browse and select the Mutual Aid Agreements document to upload for the selected Facility and Year.
- 10. **Emergency Power Plan:** Please click browse and select the Emergency Power Plan document to upload for the selected Facility and Year.
- 11. **Submit Documents:** Uploads the documents after all the required fields are filled out. The system will send an email confirmation to the entered contact email address.

